

**REGULAR MEETING of the Burrillville Library Building Committee  
held Thursday, April 13, 2006 at 6:30 P.M. at the Burrillville Town Hall,  
105 Harrisville Main Street, Harrisville, RI.**

**MEMBERS PRESENT: Victor D. Antoniello, David C. Ketcham, Robert  
J. Martel, Michael A. Caron, G. Wayne Miller**

**MEMBERS ABSENT: Christopher Blakely, James Moran,**

**EX OFFICIO MEMBER ABSENT: William A. Andrews, Town Councilor**

**OTHERS PRESENT: Sandra Mundy, Pamela Redfern, Kevin Blais,  
Aaron Coutu (Library Fundraising Committee Chairperson)**

**The meeting was called to order at 6:39 P.M. by Vic Antoniello,  
Committee Chair**

## **I. PUBLIC COMMENT**

**None.**

## **II. REVIEW OF THE MINUTES**

**A motion was made by Michael Caron and seconded by David  
Ketcham to accept**

**(with revisions) the minutes from the meeting on 3/30/2006. With no further discussion, the vote in favor was unanimous.**

**III. REVIEW AND ACT ON THE FOLLOWING CORRESPONDENCE:**

**A. A motion was made by Wayne Miller and seconded by Robert Martel to receive and file the Engineering Evaluation/Cost Analysis document from Lincoln Environmental dated 3/14/06. With no further discussion the vote in favor was unanimous.**

**IV. REVIEW AND ACT ON INVOICES/EXPENSES:**

**A. Invoice 033106 dated 3/31/06 from Bernadette Schuster, Clerk to the Committee was deferred to the next meeting.**

**B. A motion was made by Robert Martel and seconded by Wayne Miller to approve payment for the balance of Invoice #5919 dated 02/15/06 from Newport**

**Collaborative Architects for \$8,589.96. With no further discussion, the vote in favor was unanimous.**

**C. Invoice 2602005 from Lincoln Environmental dated 2/15/06 for**

**\$3,387.75 will be**

**deferred to the next meeting since internal approval has not yet been received.**

## **V. REVIEW AND ACT ON CHANGE ORDERS:**

**None.**

## **VI. REPORTS**

### **A. ARCHITECT**

**Pamela Redfern reported that there has been indicated increased interest from several General Contractors, a total of (8) General Contractors have expressed serious interest in the project. There have also been numerous subcontractors interested. Pamela also reported on the Pre-Bid Conference from the previous day. Contractor attendance was very low, but all involved team members were in attendance. It is expected that Pre-Bid Conference scheduled for next week will be more heavily attended.**

**Wayne Miller asked for clarification on the acceptance of bids, specifically if the**

**Committee is required to accept the lowest bid. While OLIS may require the acceptance of lowest reasonable bid, Walter Kane indicated at the previous meeting that the qualifications of the**

**contractor must be considered in order to serve the best interest of the town when awarding the bid.**

**Robert Martel questioned if the bid documents had been revised to require the**

**GC to identify names of the subcontractors included in their bids to prevent the GC from shopping out the sub work after the bid has been awarded. Vic Antoniello indicated that these issues will be addressed with Walter Kane when the bids are being awarded.**

### **C. LIBRARY ADMINISTRATION**

**Sandra Mundy mentioned a recent article about the Pascoag Library from a recent edition of Northwest Neighbors.**

### **D. PLANNING DEPARTMENT**

**No reports.**

### **E. LIBRARY FUNDRAISING COMMITTEE**

**Aaron Coutu reported on the activities of the Library Fundraising Committee. The Committee is in the planning stage and is finalizing a timeline for Fundraising efforts. Fundraising activities being considered include a general Fundraising Drive, identification and solicitation of donors (both individuals and corporate donors),**

research and application for Grants, Major Fundraising events and miscellaneous activities at Town events (such as Family Fair.) The Committee has established a Fundraising Goal of \$350,000, which will include any awarded Grant Money. Committee members are soliciting local businesses for donations of printed materials and supplies to offset the fundraising expenses.

The Committee is presently approving a 6th member and is still seeking a 7th member.

## **VII. DISCUSS AND TAKE ACTION ON SCOPE OF WORK, SELECTION CRITERIA AND ADVERTISING FOR A CLERK OF THE WORKS FOR THE PROJECT**

The advertisement has been run and the bid date should be extended since the current deadline of April 30 is a Sunday. Robert Martel suggested that the Clerk of the Works hiring be contingent upon the project being viable.

## **VIII. DISCUSS AND TAKE ACTION ON CD COST ESTIMATES, SPECIFICATIONS, BID DOCUMENTS AND DRAWINGS.**

Vic Antonello has a full set of documents for use by Committee members as needed. Additional sets are located in the Planning Department and a set that is reserved for the Library is at Town Hall pending delivery to the Library.

## **IX. GENERAL DISCUSSION OF THE PROJECT**

**The bid opening will be held in Chambers (pending availability). All Committee members signed a letter of gratitude to Karen Mellor for her assistance with the OLIS application process.**

## **X. ADJOURNMENT**

**A motion was made by Wayne Miller and seconded by Michael Caron to adjourn at 8:15 P.M. With no further discussion the vote in favor was unanimous.**

**The next meeting is scheduled for Thursday, May 11, 2006, 6:30 p.m. at Burrillville Town Hall Chambers.**

**Information relating to the meeting is on file with the record of the minutes in the office of the Town Clerk.**